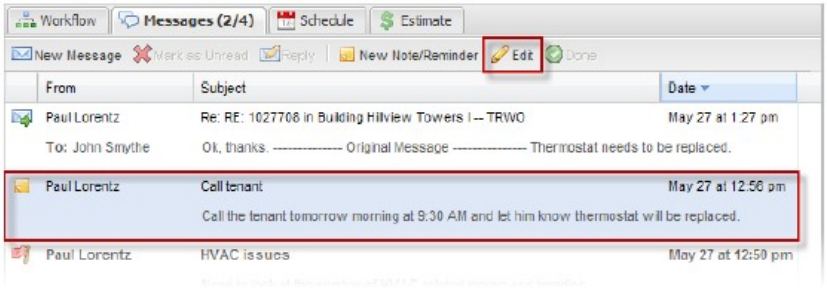
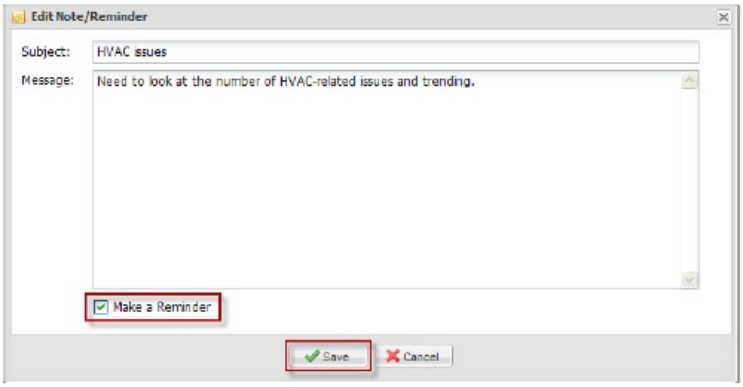
Editing a Note

1. To edit a note, select the note you want to modify and click **Edit**. The Edit Note/Reminder popup window will be displayed.



2. In the Edit Note/Reminder window, modify the **Subject** and **Message** field as needed.
3. If you would like to convert the note into a reminder, place a checkmark beside **Make a Reminder**. See Using Reminders for more information.
4. Click **Save** to save your changes.